Job Loss Analysis

ID No: 1453518 **Status:** Closed

Original Date: 05/May/2009
Last Review Date: 18/May/2009

Organization:

SBU: GLOBAL MANUFACTURING
BU: ALL
Work Type: Technical (Process Engineering)
Title (Work Activity): Post Shut Down Follow Up
Site/Region:

Personal Protective Equipment (PPE)	Selected	Comments
Proper PPE per your Refinery Guidelines	Y	
Additional Task Specific PPE		
Other		

Reviewers

Reviewers Name	Position	Date Approved
Johansen, Michelle L (MLMJ)	Area Team Leader	18/May/2009

Development Team

Development Team Member Name	Primary Contact	Position
Regan, Timothy (TRGW)	Y	Process Engineer
Couzens, Ryan (RCJJ)	N	Process Engineer
Hogan, Paula L. (HOGP)	N	Process Engineer
Jones, Elen W. (ELEJ)	N	Process Engineer
Lang, Brent M. (LBRE)	N	Process Engineer
Portingell, Suzanne (SPHW)	N	Process Engineer
Waterman, Andy P. (WATP)	N	Process Engineer
White, Malcolm S. (MSWH)	N	Manager

Job Steps

No	Job Steps	Potential Hazard	Critical Actions
1	Equipment Inspection Records	1a-d. Opportunities for equipment improvement not recorded and findings forgotten over time	1a. Equipment inspection notes available. 1b. Equipment notes in correct location 1c.Recommendations collated in appropriate location. 1d. Ensure there is enough detail to understand reason for recommendations.

2	Learnings from shut down and start up process recorded	2a-e. Recurring shut down and start up problems and opportunities for improvement not identified.	2a. Ensure that there is a post shut down debrief and if not process engineering co-ordinated, process engineering is represented 2b. Ensure anyone who cannot attend debrief has their input e.g. process engineers, equipment vendors, catalyst vendors etc. 2c. Ensure learnings from equipment cleaning and safe equipment entry processes are captured. 2d. Ensure that there is a discussion held regarding equipment conditions. 2d. Ensure discussions are open and honest. 2e. Ensure notes have been taken and all process engineering information from debrief is recorded
3	Finalise records and actions from projects or improvements undertaken in shut down.	3a. Information related to projects or modifications made not recorded.	3a. For modifications made ensure someone has been made responsible for updating records 3b. Equipment drawings, data sheets PFDs and P&IDs updated 3c. DCS graphics and control system updated. 3d. Equipment procedures / operating descriptions updated.
4	Shut down waste removed and catalyst disposed of appropriately	4a. Unsafe / environmentally risky storage of waste 4b. Lost revenue from not recycling material from shut down (e.g. recovery of platinum from catalyst).	4a. If applicable ensure waste materials have been included in work scope for waste disposal. 4b. Ensure equipment leaves site in a clean condition (hydrocarbon / hazardous material removed) and with appropriate documentation (e.g. disinfection / cleanliness certificate) 4c. If applicable ensure waste is disposed of in an appropriate way. 4d. Ensure any catalyst containing precious metals are sent for metals recovery.
5	Collation of actions and ensuring they are captured in future work scope	5a. Opportunities for equipment improvements are completed.	5a. Ensure work orders are added to next shut down. 5b. Assign appropriate owners to improve procedures and training for shut down / start up process, equipment cleaning, safe entry procedures, inspection procedures, equipment improvements etc to ensure that improvements are made for next shut down.